

CONFIDENTIAL

20 November 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division
for the Week Ending 20 November 1975

I. Highlights of activities for this Division for this week are as follows:

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[Redacted]

B. Mr. [Redacted] Commo/Pers, was given a tabulation showing the number of MC promotions by sub-career panel for calendar years 1970-1974.

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C. Ms. [Redacted] was given a CRT computer produced roster of personnel who will have accrued 10, 15, 20 or 25 years of Agency service between 18 September 1975 and 1 January 1976.

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[Redacted]

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E. At the request of the Director of Personnel, C/TRB prepared a brief report of Agency employees who had served or were serving as faculty representatives at the National War College. A check of the same for ICAF was negative.

F. Arrangements have been made with Headquarters Security Branch Identification Section that in the future all retake Badge pictures will indicate the employment status of the individual. As a result considerable time will be saved by TRB File Section employees by not having to search Position Inventory records for employment status.

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[Redacted]

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G. On Friday, 14 November, DC/TRB checked through all actions received for a two week period for errors. As a result we have called several offices to see if they are interested in sending some of their employees to a training session to be held in Position Inventory Section.

H. The Office of Logistics Procurement Section has been in touch with Dave Burke of International Computer Products (formerly President of Quin Data Corp) in Dallas, Texas. He was very cooperative and will try to get the parts for the modification of our Quin Data machine. [] of the Office of Logistics will follow up on this and be in touch later this week.

I. According to ADRS, CEMLOC has between 500 and 600 additions and corrections to input into the computer before a W-2 Master listing can be produced.

J. C/TRB submitted to OP/RAO recommended changes to Form 198-- that is a Certified Loan Request for Official Personnel Folder and Form 198a--Certified Report of Transfer of OFF....specifically to declassify the forms from Secret to Confidential and to change the Impdet Number.

K. C/TRB forwarded copies FPM material on OFF and contents of OFF files to DDO/SS to assist them in determining documents which should be or may be filed in Career Associates files.

L. TRB Position Control Section mailed out 53 Pay Adjustments, all effective in November, for the GAA, GPA, and GPC pay scales on 17 November 1975.

M. TRB [] Staff employees this week of which [] are OTS conversions from Contract to Staff.

N. Qualifications Analysis Branch activities:

1. 16 Biographic Profiles were prepared;
2. 81 Biographic Profiles were updated;
3. 53 Biographic Profiles were furnished "As Is";
4. 1 Employee File (8 lines) were coded;
5. 393 Cases (993 lines) - Coding updated;
6. 5,091 Sheets were xeroxed.

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7. In answer to DDO/LA's requirement for a TDY employee of Oriental origin with proficiency in Spanish and Chinese or Japanese, LA/Pers was furnished "As Is" Biographic Profiles covering two employees who fill these requirements. One of the two has such limited proficiency in Spanish as to probably be of no use. The other is quite possibly the person for whom LA is seeking a replacement. In case LA needs to select another alternative -- such as a person of Occidental origin -- LA/Pers was furnished "As Is" profiles covering 13 other employee having a proficiency in Spanish as well as Chinese or Japanese.

8. DDO/SS was furnished "As Is" Biographic Profiles covering 34 male employees with Scuba and FI experience.

O. Special Projects Report

Activity (1) - Senate Select Committee -

25X1

Branch: TRB

Personnel

Activity (1)

Hours

1/2 hr.

Grade

GS-12

II. Anticipated goals for the next week:

A. The reports in project CENQUAL were reviewed again last week in lights of the information currently available and used. There are about 20 reports which are not being used today which are being rewritten in CENQUAL. The recipients of these reports will be interviewed next week to determine their exact needs.

B. TRB

1. OD&E/Pers will send 4 employees to a PI Training Session on Thursday, 20 November 1975.

2. Eur/Pers will send 2 employees to a PI Training Session on Monday, 24 November 1975.

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C. QAB will continue to work with OJCS and OTR in developing a new language data recording system and incorporating this in the CENQUAL system.


Chief, Control Division

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Distribution:

Orig & ~~1~~ - Addressee
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